

Monday Supervisor/ Leader Instructions:

1. Review the Slides for each day of the Week.
2. Review the NOTES section of the slides for each week. Each slide has specific instructions.
3. *For your own benefit and preparation for the week, you may review the IIF Website, or LPSA Videos, Tenet Videos, Just 4 minutes video (on the [Communication Team Videos Website](#)) ... for better Incident and Injury Free understanding.*



4. Be prepared to speak about your views regarding living Incident and Injury Free.
5. **Slide #6 - Share with your work group your experience with Incident and Injury Free.**
Where are you in your journey with IIF? (Participants should view you as a leader of IIF, and you must be able to say, "I do not want you to do anything that would put you or another at Risk"), and explain why you want everyone to go home safely every day.
 - a. **For example, you can talk about how:**
 - i. A. You wouldn't let an unqualified worker work on something that could hurt him, you, or anybody else.
 - ii. B. The last time you spoke up for your crew on jobs when things didn't "feel" right. Talk about what you did. Why that was important for you to speak up. Did you involve the right people to make an informed decision?
 - iii. C. Talk about a personal experience that you want to share that you witnessed or something that happened to you in your career that you had to use, Stop Work Authority, Tents, Good Judgment, LPSA...
 - iv. D. Another example could be: talk about your experience that last time someone (or you) showed that they cared about your safety and wellbeing at work.
 - v. E. Or... relate how you experienced an effective LPSA, LPO feedback session that actually made a difference to you and your work team.
6. **Slide #6 Ask your group about where they are on their journey with living Incident and Injury Free?** Activity: Go around the room, have each person say how long they have worked at Richmond, and in their field of work, and a moment about their belief in Incident and Injury Free.

Safety Meeting Activity Sheet - Monday

Send your group safety meeting Activity Sheet to: rriiflt@chevron.com or 214 Main ST. , room #156.

Supervisor Name: _____

How Many People are on your team? _____

How Many People in your Group/ Team believe we can work Incident and Injury Free? : _____

Activity: 1.

Discuss how Teamwork can be used to build Living Incident and Injury Free.

Activity: 2.

- A. What would be your greatest risk if you didn't have good teamwork and couldn't depend on your co-workers?

- B. What personal behaviors build, and which ones break down teamwork?

Activity: 3. (*The group will review the Statement on Thursday*)

As a team/ work group, create a statement about one (at least) behavior or action we will live by that reflects our commitment to living Incident and Injury Free.